

MEMORANDUM FOR ALL SERVICES, USCG, AND NGB CSEL MGMT OFFICES

FROM: Director, TVPO Transition Veteran Program Office, (TVPO)

SUBJECT: Request for Nomination - Senior Enlisted Leader (CMSgt, SGM, MCPO, MGYSgt)

1. Request a nomination, from each service, no later than 25 October 2014 for the position of Senior Enlisted Advisor, Transition Veteran Program Office, (TVPO), Office of the Secretary of Defense, Washington DC.
2. As an enlisted leader to the Transition to Veterans Policy Office (TVPO), the SEL will provide assistance to all tasks related to the implementation of the Transition Assistance Program redesign as it applies to policy and operations. The SEA will be supporting the development and executing of policy and guidance that meets the needs of our transitioning Service members from across all branches of the service.
3. The tasks will include but not limited to:
 - Coordinating and supporting Site Assistance Visits at military installations;
 - Communicating the strategic communications plan;
 - Developing documents to codify changes in policy guidance
 - Supporting the interagency Senior Steering Group and Transition Coordinators Council.
4. The work will normally be in a traditional office environment however the pace and level of exposure is intense. Opportunities will be provided to expand the Service member's portfolio. Length of tour is preferred for 24 months, Negotiable to 12 months local assignment or mobilization.
5. Possesses strong communications, writing and organization skills, ability to liaison between senior leadership across the Services and interagency, ability to communicate clearly to non-military personnel, and has a familiarity with Service cultures other than that of their parent Service.
6. Not required for mastery but must be familiar with: military training management system, information technology, legislative affairs, public affairs, general counsel, policy-making and similar processes within the Services or OSD.
7. Selected candidate must be made available for assignment no later than 01 December 2014 with early reporting authorized.
8. Must possess or be able to obtain a Top Secret clearance with SCI access. Joint and combined experience is highly desirable but not mandatory.
9. Nomination packages must include:
 - a. Military resume or career brief, SURF, ERB, etc.
 - b. Candidate's letter of intent and official photo
 - c. Letter of endorsement from the member's chain of command.
 - d. Contact information to include phone numbers, mailing address, and e-mail.
10. Packages may be scan/e-mailed to Ann Conyers ann.m.conyers.civ@mail.mil.